

Business Tax Return Checklist (企业报税清单)

Business Name (企业名称):

ABN:

Financial Year (财政年度)

INCOME	Amount (金额)	GST
Trading Income (销售收入)		
Interest Income (利息收入)		

PURCHASE	Amount (金额)	GST
Opening Stock (财年初库存)		
Purchase (原材料支出)		
Closing Stock (财年底库存)		

EXPENSES (其他支出)	Amount (金额)	GST
Accommodation (用于企业住宿费用)		
Accounting Fees (会计费用)		
Advertising & Promotion (广告支出)		
Bank Charges (银行管理月费)		
Bank Charges - Merchant (银行EFPOTS管理月费)		
Bank Interest (银行利息)		
Cleaning (清洁费用)		
Computer Expenses (电脑维护费用)		
Commission (中介费用)		
Contractors (雇佣合同工费用)		
Council Rates (市政费用)		
Equipment Expenses (固定资产投入费用)		
Gas & Electricity (电费及煤气费)		
Water (水费)		
Donation (捐赠费用)		
Insurance (保险费用)		
Internet (上网费)		
Legal Fees (律师费用)		
Mobile (手机话费)		
Telephone (固定电话费)		
MV - Fuel (汽车加油费用)		
MV - Other (汽车其他维护费用)		
Lease Fees (设备租赁费用)		
Office Supplies (办公用品支出)		
Printing & Stationery (打印费用)		
Wages (员工工资)		
Staff Amenities (员工福利支出)		
Superannuation (员工养老金费用)		
Software Expenses (电脑软件费用)		
Tool (工具支出)		
Postage & Delivery (邮寄及运输费用)		
R & M (企业各项维修杂费)		
Rent (办公场所租金)		
Registration (注册费用)		
Travel (企业相关的旅行支出)		
Business Setup Fees (企业成立费用)		
Web Expenses (网站及维护费用)		
Other Expenses (其他企业相关支出)		

Declaration: (声明签字)

I declare that the information given on this form is true and correct, and that I am authorised to make this declaration. I understand that the receipts need to be kept for 7 years to meet ATO's substantiation requirement.

Print Name: _____

Signature: _____